

CALIFORNIA ASSOCIATION OF COMMUNICABLE DISEASE CONTROLLERS

BY-LAWS January 2014

Article I. Name

The name of this Association shall be the California Association of Communicable Disease Controllers (CACDC).

Article II. Purposes

The purposes of this Association shall be to:

- a. Act in an advisory capacity to the California Conference of Local Health Officers (CCLHO) and the California Department of Public Health (CDPH) in the establishment of recommended goals, standards and priorities for control of communicable diseases (CDs).
- b. Make recommendations to CCLHO on proposed legislation affecting communicable disease (CD) control and prevention activities in California.
- c. Consult with, advise, and make recommendations in establishing standards on matters affecting the control of communicable diseases to the organizational entities within CDPH with responsibility for CD control.
- d. Promote dissemination of knowledge concerning CDs including causes, prevention, treatment, control, and reporting.
- e. Act as consultants on issues of CD control to community and professional organizations.
- f. Recommend and promote uniform high standards for CD control among the health jurisdictions.
- g. Promote improved communication among the health jurisdictions in California.
- h. Encourage CD research and professional training on communicable diseases.
- i. Work with other CCLHO affiliates to provide a coordinated effort toward CD Control in California, encourage joint participation of all affiliate members in planning for CD control and work toward maximizing resources of all member organizations.

Article III. Articles of Association

The CACDC By-Laws provide the "Articles of Association" for the organization.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV. Membership

This Association shall consist of active, associate and advisory members.

Active:

Active members shall consist of eligible voting representative for the local health jurisdictions on all issues and for election of officers. Each local health jurisdiction in California may have one active (voting) member who is the Communicable Disease Controller of that health jurisdiction, the Health Officer or a person appointed by the Health Officer, to conduct and/ or represent CD control in that jurisdiction or a proxy designated in writing by the Communicable Disease Controller.

Associate:

Associate members shall be non-voting members from the local health jurisdictions, who are active in communicable disease control efforts, including representatives from other CCLHO affiliates (e.g., laboratory, environmental health).

Advisory:

Advisory members shall be those persons representing the State of California, academia, or other groups with interest in CD Control.

Article V. Executive Committee

Members shall elect an Executive Committee of seven to nine active members, four to five of whom will be officers and the remaining three to four of whom will be members at large. The officers shall be a President, a President-elect, past President, a Secretary, and a Treasurer. The offices of the Secretary/Treasurer may be held by one person. A member may serve up to six consecutive years on the Executive Committee. If an officer position becomes vacant, the Executive Committee shall appoint a person to fill the office until the next election is held. If a member at large position becomes vacant resulting in less than the minimum seven Executive Members, the committee shall appoint a person to fill the position until the next election is held.

The President acts as Chair of the Executive Committee and at meetings of the general membership. The office is filled by the succession of the President-elect when the President completes a term of office or is unable to serve. The term of office for president shall be one year and may not exceed two successive terms.

The President-elect shall serve a term of one year and may serve no more than two consecutive terms, in this office, or until the assumption of the office of the President, whichever comes first. The President-elect shall chair the Nominating Committee. In the absence of an incumbent President-elect, the Executive Committee shall appoint a Chair of the Nominating Committee to identify candidates (See Article VII).

The past President will serve as the chair of the Conference Planning committee. If the past President is unable to serve as the Planning Committee Chair, the Executive Committee will appoint a Planning Committee Chair. The past President will serve as the parliamentarian for the organization (See Article VII).

The Secretary shall serve a term of one year, and may serve up to three consecutive one-year terms as the Secretary. The Secretary is responsible for keeping minutes and correspondence of this Association.

The Treasurer shall serve a term of one year and may serve up to three consecutive one-year terms as the Treasurer. The Treasurer is responsible for handling the financial aspects of the Association.

Members at large provide representation from different regions/areas of the State (north, south, central, Bay Area) and from varied size jurisdictions. There will be three to four members at large who sit on the Executive Committee. Members at large may serve up to two years.

Appropriate representatives from the California Department of Public Health will serve as non-voting ex-officio members of the Executive Committee. These members will serve with the approval of the Executive Committee (See Article VII).

The election of officers and members at large shall take place in the fall of every year with those elected assuming office January 1 of the next calendar year. Officers and members at large will be elected by a majority of active members who cast ballots. The proposed slate will be sent out at least two weeks in advance of the fall meeting. The election will be held at that meeting; members unable to attend may vote electronically. Electronic votes must be received by the secretary at least one week prior to the fall meeting. Electronic votes will be counted with those votes cast at the meeting.

In the event that a fall meeting is not held, the election will take place electronically, with the initial nominated slate of officers and members at large sent to the CACDC voting members by October 15. At that time active members will have the opportunity to nominate additional candidates electronically or by mail. Submission of names of additional nominees must be received by the secretary, on or before October 20th, to be placed in nomination on the final ballot. The final slate of officers will be sent out by November 1 with final votes received by the secretary on or before November 22. The final vote count will be completed by December 1 and reported to the membership within one week. The election may be delayed for lack of a complete slate for no more than 60 days, in which case the existing officers and members at large may continue to serve until their replacements are elected.

Article VI. Governance

The Executive Committee is empowered to act on behalf of this Association between meetings. If there are eight or nine Executive Committee members, five members constitute a quorum for decision making, however, if there are only seven Executive Committee members, four members will constitute a quorum. The Executive Committee may conduct an emergency vote of Executive Committee members only without polling the whole active membership on time-sensitive issues of importance that have already been discussed with the membership, as deemed necessary by the President. The vote may be electronic, or telephonic.

Emergency votes of the whole active membership must receive a majority vote of all voting members to pass. The vote may be electronic or telephonic. Active members may call an emergency vote at any time by petition of one-third of active members. Failure to receive a majority vote shall defer the matter to the Executive Committee.

During general membership and other committee meetings, Robert's Rules of Order shall govern conduct of this Association. However, such rules may be suspended by a two-thirds vote of those present at any duly called meeting, in accordance with the procedure designated in Robert's Rules of Order.

At general membership and committee meetings, two-thirds of active eligible voting members shall constitute a quorum for the purpose of decision-making. A majority vote of those who constitute a quorum is sufficient for passage of motions before the members. In lieu of reaching a quorum in person or through electronic or other means, policy position statements will be developed on issues and subsequently submitted to total membership for a vote.

Prior to each general membership meeting, health jurisdictions that will not have an active member in attendance (i.e., the Health Officer, or CD Controller, or his/her designee) have the right to designate a proxy to vote on their behalf at the meeting. Proxy votes will be counted toward the formation of a quorum. The proxy designation shall be given to the designee in writing, by the CD Controller and shall be presented to the secretary of the organization. For a one-time proxy designation, the designee shall send the written communication prior to the meeting or bring the written communication to the meeting. If the designee will be the permanent representative for the local health jurisdiction, the CD Controller shall include the information in the written communication and shall only be given one time.

Article VII. Committees

This Association shall have the standing and Ad Hoc committees necessary to fulfill its purposes.

The Executive Committee is a standing committee of seven to nine active members, including the Association officers and members at large, elected by the active members in the fall of each year. The Executive Committee shall select persons for committee or Association assignments and encourage jurisdictions to participate in this Association. The Chiefs of the CDPH Infectious Diseases, Immunization, and Communicable Disease Emergency Response Branches, or their designees shall have ex-officio seats on the Executive Committee.

The Executive Committee shall meet at least quarterly, and these meetings shall be announced and made open to all Association members. Executive Committee meeting minutes shall be e-mailed to all Association members and then posted on the CACDC website, once approved by the Executive Committee.

The Nominating Committee is responsible for recommending candidates for the Executive Committee. The President Elect will convene the Nominating Committee. If

the President Elect position is vacant, the President will select another Executive Committee member to convene the nominating committee. Members of the Nominating Committee shall include no more than two Executive Committee members. The Chair will select committee members who will be approved by the Executive Committee.

The Planning Committee is responsible for planning the annual conference and is chaired by the Past President.

Ad Hoc committees may be created by the Executive Committee. Each committee shall have a stipulated mission and task. Each Ad Hoc committee will have a term not to exceed two years unless otherwise determined by the Executive Committee. Each committee will have a Chair responsible for moving the business of the committee. All committees will report to the Executive Committee on a monthly basis, and at least annually to the general membership.

Article VIII. Meetings

The general membership shall meet at least annually. The Executive Committee shall determine the time, place and any fees for general membership meetings. The Executive Committee will meet at least monthly.

Article IX. ADA Accommodation

CACDC will provide a mechanism/plan for disabled persons to participate in the full scope of activities of this organization

Article X. Membership Dues and Benefits

Dues and benefits for members shall be recommended to the general membership by the Executive Committee. The failure of a jurisdiction to pay membership dues may make the member ineligible for designated benefits.

Dues shall be determined by vote at the general membership meeting. Ex-officio members of the Executive Committee are exempt from paying dues.

Article XI. Amendments to By-laws

Proposed amendments to these by-laws shall be made available to members at least two weeks prior to any vote that would amend the by-laws. The vote to amend the by-laws requires the approval of two-thirds of active voting members, either voting in person at a general membership meeting, voting by electronic means or by phone. Amendments to by-laws are within the sole authority of active members, and may not be approved by the Executive Committee alone.

Article XII. Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue

Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Adopted January 10, 2014